



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Associate Information Systems Analyst

Monthly Salary: \$4,619 - \$5,897

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-100-1470-005

Refer to Job ID#10-ADM-AISA

Final Filing Date: August 9, 2010

General Statement of Duties:

Under the general supervision, the Associate Information Systems Analyst (AISA) performs a variety of general programming and web development activities from analysis, design, coding, implementation, and support of information systems. The incumbent develops and maintains the public and Intranet web sites using modern web development tools and technologies and assists in other data reporting programming projects. The incumbent assists on procurement and support of information technology systems, such as desktop computers, multifunction automated office systems, and/or networks systems. Incumbent develops problem solutions using information technology methods; work on analysis and support of multifunction office technology system services; develop information processing standards and procedures.

Desired Qualifications:

- Knowledge and experience of using HTML, ASP.NET, CSS, PHP, web tools templates, visual web developer tools and dynamic scripting languages like JavaScript, VB script;
- Knowledge and experience with designing Facebook, Twitter and Blogs.
- Flexible hours, willing to carry a blackberry to be on call.

Other Expectations

- Knowledge and experience on computer and printer/copier help desk.
- Knowledge and experience on network servers and infrastructure components. The network server and infrastructure components include but are not limited to the following: Microsoft SQL, Windows 2003 server, Exchange server, Blackberry server, Barracuda, Voltage, Proofpoint, Symantec Ghost and backup; restore software and associated hardware, IIS, Active Directory Domain Controllers, Cisco Routers and Switches, Symantec enterprise software, VMWARE, TCP/IP, Storage Area Networks.
- Knowledge of State and departmental computer, network and information security policies and procedures;

Who May Apply:

Individuals who have status in the classification, list, transfer or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). **IN THE EXPLANATIONS SECTION YOU MUST LIST THE JOB ID #10-ADM-AISA, THE POSITION #443-100-1470-005 AND THE BASIS OF ELIGIBILITY. FOR LIST ELIGIBLE CANDIDATES, ATTACH YOUR EXAM RESULTS.**
Send to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 9, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.